



# DEPARTMENT OF TOXIC SUBSTANCES CONTROL

## STAFF CHEMIST

### OPEN STATEWIDE EXAMINATION



CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**CONTINUOUS TESTING:** Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**WHO MAY APPLY:** Persons who meet the "minimum qualifications" as stated below.

**NO WRITTEN TEST IS REQUIRED:** The entire examination will consist of an oral interview.

**HOW TO APPLY:** Applications are available at the address below or on the State Personnel Board web site at <http://forms.spb.ca.gov>. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.** Applications may be filed in person or by mail with:

Department of Toxic Substances Control  
1001 I Street, PO Box 806  
Sacramento, CA 95814  
ATTN: EXAM UNIT  
(916) 323-2679  
TDD: (800) 735-2929

**SALARY RANGE:** \$4993 - \$6141

**SPECIAL TESTING INFORMATION:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**THE POSITION:** The Staff Chemist is the specialist level of the series requiring scientific expertise above the full journey level. Under direction, incumbents independently identify problems, develop courses of action, and conduct the most complex and innovative chemistry work, including investigations, inspections, and studies on issues of major importance to the employer, and do other related work. Incumbents operate and maintain the most complex equipment and laboratory instrumentations; plan and conduct research; originate and evaluate experimental methods; make interpretative analyses of data; prepare reports and papers for internal use and external publication; represent the department at public meetings and conferences; and serve as an expert witness as necessary. Incumbents may be assigned lead responsibility for a specific project, program, function, or area of expertise. Position(s) exist with the Department of Toxic Substances Control.

**TESTING PERIOD INFORMATION:** The testing periods are January 1 – June 30 and July 1 – December 31. Successful competitors establish eligibility for 12 months and are restricted from re-competing during this 12 month eligibility period. Unsuccessful competitors who do not attain a minimum rating of 70.00% must wait at least 6 months from disqualification before reapplying. A candidate may be tested only once during any testing period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure that you meet the education and/or experience requirements stated below. NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applicants must include "to" and "from" dates (month/day/year), time base and civil service/position class title. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination meeting 100% of the overall experience requirement.

**MINIMUM QUALIFICATIONS - EDUCATION:** Either I: Possession of a Bachelor's or advanced degree with a major in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution. (Admission to a master's or a closely related scientific discipline shall be considered to meet these education qualifications.) OR II: Possession of a Bachelor's or advanced degree with a major in a scientific discipline from a recognized institution with a total of 18 semester units in general chemistry, quantitative analysis, and organic chemistry with related laboratories. (Two years professional experience performing duties as a chemist, as defined in the scope of this bulletin, may be substituted for the required coursework.)

**EXPERIENCE - Either I:** Two years of experience in the California state service performing the duties comparable to those of a Chemist, Range C.  
**Or II**

**EXPERIENCE:** Five years of increasing responsible professional experience as a chemist in laboratory analysis, research, management, planning, regulation, or investigation, including responsibility for the development or implementation of analytical methods using complex instrumentation or research projects; or for the direction of the work of a chemical or analytical laboratory staff. (Two years of this experience must be at a level of responsibility equivalent to that of a Chemist, Range C, in the California state service. Possession of a Master's Degree in chemistry, biochemistry, toxicology, or a closely related scientific discipline from a recognized institution may be substituted for one year of the required general experience; possession of a Doctorate in the above named discipline from a recognized institution may be substituted for two years of the general experience.)

**EXAMINATION INFORMATION:** This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained in the interview. **Qualifications Appraisal Interview – Weighted 100.00%**

**STAFF CHEMIST  
FINAL FILE DATE: CONTINUOUS TESTING  
EXAM CODE: 7TW22**

**BULLETIN RELEASE DATE: JUNE 22, 2006  
SCHEMATIC CODE: TG10 CLASS CODE: 8068**

**SCOPE:** In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively; relative to job demands, each competitor's:

**A. Knowledge of:**

1. Fundamentals of organic, inorganic, analytical and physical chemistry and biochemistry.
2. Principles, procedures, instruments, and equipment used in quantitative and qualitative analyses.
3. Quality control and assurance.
4. Toxic and physical effects of compounds and substances.
5. Applicable laws, rules, or regulations.
6. Statistics, report writing, and research methods and procedures.
7. Personal computer and related office and instrument software.
8. Characteristics, properties, and uses of a wide variety of agricultural, industrial, and consumer chemicals and products.
9. Hazardous materials.
10. Most complex instrument methodology and analyses.
11. Research, development, and alternate test methods.

**B. Ability to:**

1. Communicate effectively.
2. Perform accurate chemical analyses following standard to complex methods.
3. Set up, adjust, calibrate, trouble-shoot, and maintain instruments.
4. Analyze and interpret test information.
5. Use, modify, or develop analytical procedures for specific needs.
6. Prepare and present evidence in court.
7. Testify as a witness.
8. Participate in research studies.
9. Prepare reports and papers for presentation or publication.
10. Analyze situations accurately and take effective action.
11. Maintain accurate records.
12. Inspect laboratories and make recommendations.
13. Use a personal computer and related office and instrument software.
14. Learn, interpret, and apply applicable laws, rules, and regulations.
15. Select and modify the most complex instruments and other equipment.
16. Develop new and modify existing analytical methods and procedures.
17. Coordinate quality control and assurance programs.
18. Plan, conduct, and direct research studies.
19. Perform the most difficult and complex chemical and related physical analyses.
20. Prepare reports and papers for internal distribution and official publication.
21. Provide information to assist with investigations and prosecutions of violations of State and Federal laws and regulations.
22. Act as an expert witness.
23. Act as a lead chemist.

**VETERANS PREFERENCE CREDITS:** will not be granted in this examination since it does not qualify as an entrance examination under the law.

**CAREER CREDITS:** are not granted in open examinations.

**ELIGIBLE LIST INFORMATION:** A 12 month eligible list will be established for the Department of Toxic Substances Control. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Toxic Substances Control three days prior to the written test date if they have not received their notice.

**For an examination** without a written feature, it is the candidate's responsibility to contact the Department of Toxic Substances Control three weeks after the final filing date if they have not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, the Department of Toxic Substances Control and the State Personnel Board's Web-site at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

**The Department of Toxic Substances Control** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified. To find out more about the Department of Toxic Substances Control, connect to our Web-site at <http://www.dtsc.ca.gov>.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Berkeley, Clovis, Cypress, Chatsworth, Sacramento and San Diego. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference points in **open entrance and open nonpromotional examinations**. Credit in open examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitor's who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS**. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veteran's Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-735-2929 From Voice Telephones: 1-800-735-2922 O (Rev. 7/01)